



**Summer Internship Program**  
**May 26, 2020 - August 7, 2020**  
**Job Description**

**Department Name:** Student Accounting  
**Intern's Supervisor:** Ellen Chen  
**Timesheet Approver:** Ellen Chen  
**Assignment Location/Campus:** Jerry Sue Thornton Center (JSTC), 1500 East 22<sup>nd</sup> St., Cleveland, OH  
**Job Category (Select up to 2):** Accounting/Finance Business  
**Number of Openings:** 1 **Work Schedule/Hours:** 10 Hours a Week, TBD  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Department Description:** (e.g. mission statement, department responsibilities)

The Student Accounting Department is responsible for overseeing student financial transactions. The department is also the centralized billing contact for The College's outside business partners. The office processes college wide billing at various frequencies for the following: student accounts, sponsor accounts, facility rentals, State of Ohio College Credit Plus program, and more. In addition, the office is responsible for processing all student refunds.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assist in reviewing student email concerns and account holds
- Review submitted student vouchers and apply to appropriate account
- Match training contracts to billing requests
- Assist with invoicing and account reconciliation processes

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Declared major in accounting or business
- Proficient in Microsoft Office (Excel, Word and internet applications)
- Strong analytical skills

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Declared major in accounting
- Have completed 15 or more credit hours in accounting
- Excellent verbal, written and customer service skills